

Nebraska Crime Commission



APPLICATION INSTRUCTIONS FOR FY 2011 FEDERAL TITLE V DELINQUENCY PREVENTION GRANT PROGRAM

**Applications are due in the
Nebraska Crime Commission Office:
Friday, April 13, 2012
by 5:00 p.m. CDT**

FAXED COPIES WILL NOT BE ACCEPTED

If you have questions, please contact:
Cindy Gans, Juvenile Justice Federal Aid Administrator
Nebraska Crime Commission
(402) 471-3998
Cindy.Gans@nebraska.gov

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352).

NEW INSTRUCTIONS: Please Read Thoroughly

All applications are due in the Crime Commission office by 5:00 p.m. (CDT) on Friday, April 13, 2012.

Faxed copies will NOT be accepted.

You must submit **all of the following below (Item #1 AND Item #2):**

1. A PDF copy of your application emailed as an attachment to Shawn.Roberts@nebraska.gov
2. One original and 2 copies to the Crime Commission

Mailing Address

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight

Nebraska Crime Commission
5th Floor
301 Centennial Mall South
Lincoln, NE 68509

For assistance please contact:

Cindy Gans, Juvenile Justice Federal Aid Administrator
Nebraska Crime Commission
(402) 471-3998
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FUNDS AVAILABLE & MATCH REQUIREMENT

Amount Available: \$80,202

The project period for the grant will be July 1, 2012 – June 30, 2013. Applicants who received funds last year must reapply to continue funding. Continuation funding will be contingent on meeting the goals and objectives of the grant and proper grant management.

Match:

Title V awards require a 50% match of the federal funds, for example, if you request \$20,000 in federal funds, match required is \$10,000. Match can be cash, in-kind [volunteer hours, donations, etc] or a combination of both. If awarded Title V funds, the match is required and is part of the grant contract. The match amount must be spent and cannot be reduced below the 50% requirement.

OVERVIEW OF DMC

Disproportionate Minority Contact refers to the over representation of minority youth at nine points in the juvenile justice system, from arrest, to detention, to probation to YRTC's. DMC is the fourth core requirement in the Juvenile Justice and Delinquency Prevention Act that states must comply with in order to receive federal funding from OJJDP.

In the 1988 amendments to the Juvenile justice and Delinquency Prevention [JJDP] Act of 1974 [Pub, L. 93-415, 42 U.S.C. 5601 et. seg.], Congress required that States address disproportionate minority confinement [DMC] in their State plans. The JJDP Act requires States to "address efforts to reduce the proportion of juveniles detained or confined in secure detention facilities, secure correctional facilities, jails, and lockups who are members of minority groups if such proportion exceeds the proportion such groups represent in the general population" [see Section 223[a][23]].

A key strategy in OJJDP's comprehensive approach to juvenile crime reduction has been the Title V Delinquency Prevention Grants Program. This program provides communities with the resources needed to identify and respond to root causes of local juvenile delinquency problems through comprehensive, collaborative prevention planning. It is through the planning process that communities are empowered to initiate delinquency prevention programs geared to both their unique needs and circumstances and reducing DMC.

ELIGIBILITY

- Be a unit of local government or a combination thereof. A unit of general local government means any city, county, town borough, parish, village, or other general purpose political subdivision of a state, and any Indian Tribe which performs law enforcement functions as determined by the Secretary of Interior.
- The unit of local government can contract with a private non-profit agency for the purpose of program implementation. The unit of local government cannot require the private non-profit agency to put forward the match.
- The Office of Juvenile Justice and Delinquency Prevention require states to collect data for at least three jurisdictions with the highest minority concentrations. Those eligible to apply for the 2011 Title V funds are counties/units of local government within the counties in which Nebraska collects

DMC information and have the highest minority concentrations. The following counties/localities within the following counties are eligible to apply for FY 2011 Title V funds: **Douglas, Lancaster, Sarpy, Hall, Dakota, Madison, Saunders, Dawson, Scottsbluff, Platte, Cherry, Colfax, Thurston, and Dawes.**

- The applicant must have a Community Coalition/Prevention Policy Board for juvenile services in place. A community must also have or be willing to start a DMC subcommittee within the community coalition. It will be a condition of funding that a community will start a DMC subcommittee and provide documentation of regular meetings.
- State statute requires eligible applicants to submit a *Three Year Comprehensive Juvenile Services Plan* to the Nebraska Crime Commission. The application requires applicants to document how the proposed project fits into their *Comprehensive Juvenile Services Plan*. For information on counties with existing plans, contact Cindy Gans at (402) 471-3998, Cindy.Gans@nebraska.gov or the Nebraska Crime Commission website: <http://www.ncc.state.ne.us/>.
- All Title V applicants must be in compliance with the Federal JJDP Act. Nebraska is in full compliance, and all counties show compliance with the Act. Should a county fall out of compliance, Title V funds could be jeopardized.

FUNDING LIMITATIONS & REQUIREMENTS

- Title V funds may not be used for construction, land acquisition, or supplanting of federal, state, or local funds supporting existing programs or activities.
- Federal funds cannot be used to match federal funds.
- The Crime Commission does not allow for indirect costs.
- Applicants must maintain a clear audit trail for each source of funding. Receipts, expenditures, and disbursements must be separately accounted for from each source of funding.
- Awarded applicants must implement and maintain an accounting system which accurately reflects income received expenditures, and documentation of expenditures. Records are to be available for monitors and audits.
- Awarded applicants will be notified of Grant Management Training. Those required to attend are new projects, subgrantees who have not attended GMT since 2009 and subgrantee's new project personnel (Project Director, Project Coordinator and Fiscal Officer). Awarded applicants are required to submit timely quarterly reports on activities and expenditure of funds. Failure to do so may jeopardize grant funds.

THREE YEAR FUNDING POLICY

Federal grants received by the Nebraska Crime Commission are on an annual basis and the amounts received each year vary. Therefore, no project is guaranteed continuation funding. Specifically, as per federal guidelines, Title V projects are based on the communities Three Year Plan and funding is therefore intended to continue for three years as long as required guidelines are met.

PROGRAMMATIC REQUIREMENTS & MODEL PROGRAM GUIDE

Title V funds must be used for the development of program[s] to impact DMC. The project or initiative must be consistent with the State DMC plan and the State DMC Committee goals, which include: increase awareness of DMC issues across the state; increase efforts to enhance and expand diversity training for criminal and juvenile justice professionals; and increase efforts to prevent minority youth from entering the juvenile justice system.

Programs or services should have a clear impact on specific system points where over-representation is found. Training and other low/no cost strategies may be included as part of the proposal, but funds can not strictly be used for training or other environmental strategies.

OJJDP has an excellent resource list of research based model programs around prevention that can also impact DMC: <http://www.ojjdp.gov/mpg/>

The grant review committee will be looking for communities using model programs/initiatives in their community.

GENERAL APPLICATION COMPLETION INSTRUCTIONS

SECTION I. APPLICANT INFORMATION

Provide complete address information, to include address with last 4 digits of zip code, phone and fax numbers, and email addresses for Project Director, Project Coordinator, Fiscal Officer, and Authorized Official.

SECTION II. BUDGET

- Provide budget narratives for each budget worksheet section completed.
- If funds are not requested in a particular budget category, the applicant may delete the pages where funds are not being requested.
- Budget figures are to be provided in round numbers, no cents [i.e., \$52.14 should be rounded to \$52; \$52.72 should be rounded to \$53].
- Sources of matching funds must be identified in the budget narratives.

CATEGORY A – PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultants. In-kind contributions, if allowable, must be listed as matching funds. Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

Direct Salaries: Provide the title or position for each employee who will be involved in the project, including new positions to be filled, and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but do include such information in the Budget and Project Narrative. Across from each position listed, enter the annual salary of the position; percent of the time to be devoted to the project; amount of funds being requested for the position; the amount of matching funds; and, the total cost for the position.

At the bottom, enter the subtotal of the amount of funds being requested, matching funds, and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use \$9/hour multiplied the number of hours of service to be contributed.

Fringe Benefits: All fringe benefits are to be based on the employer's share only. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours [FTE 2,080 hours/year] and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns.

Total Personnel Budget: Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the project.

Personnel Budget Narrative: A budget narrative MUST be attached if funds are requested and/or match is provided. The budget narrative MUST include a breakdown of how the cost for each position was determined [i.e. 500 hours x \$5 an hour = \$2,500] for both the requested funds and matching funds. The budget narrative is to explain:

- If each position is existing or new, and if existing how is it not supplanting;
- If each position is full or part-time;
- How each position is relevant to the project;
- A brief description of the duties of each position; and
- Include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.

CATEGORY B - CONSULTANTS AND CONTRACTS

NOTE: If more than one consultant will be used for the project, complete one budget sheet for each consultant.

Purpose: List the purpose for using a consultant or contractor [i.e., conduct study, facilitate support group, develop and/or present training].

Type of Consultant: Check the box for the type of consultant to be used for the stated purpose.

Consultant Fees: Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.

Travel Expenses for the Consultant

- *Mileage:* Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.555 cents/mile.
- *Air Fare:* List the cost for air fare [coach or least expensive class]. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
- *Meals:* Enter the amount requested and the amount provided as match. Meal allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "Total" column.
- *Lodging:* Enter the amount requested and enter the amount provided as match. Enter the total cost in the "Total" column. In-state lodging allowance is \$77 per night for all areas except Lincoln and Omaha, which is \$91 per night.
- *Other Costs:* List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.

For out-of-state meal and lodging rates, go to www.gsa.gov and click on per diem rates.

Total Cost: Calculate the total cost for funds requested, match provided, and total cost. Enter totals on the "Budget Summary" page.

Consultant Budget Narrative: A budget narrative is to be attached if funds are being requested and/or if match funds are being provided. The budget narrative is to include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The budget narrative is to explain what services and/or what product the consultant will provide, how the services or product relate to the project, and the impact on the project.

CATEGORY C - TRAVEL EXPENSES

NOTE: If travel expenses are needed for more than one purpose, make copies of the budget sheet and complete one for each purpose.

Purpose: List travel expenses by purpose [i.e., training, conference, daily travel for job]. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose [any mileage that will be paid, air fare, meals, lodging, other.] Mark the travel as local, in-state, or out-of-state. List the title of the person who will travel.

Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.

- *Mileage:* Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.555 cents/mile.
- *Air Fare:* List the cost for air fare [coach or least expensive class]. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
- *Meals:* Enter the amount requested and the amount provided as match. Meal allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "Total" column.
- *Lodging:* Enter the amount requested and enter the amount provided as match. Enter the total cost in the "Total" column. In-state lodging allowance is \$77 per night for all areas except Lincoln and Omaha, which is \$91 per night.
- *Other Costs:* List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.

For out-of-state meal and lodging rates, go to www.gsa.gov and click on per diem rates.

Total Cost: Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match, and total and enter these amounts on the "Budget Summary" page.

Travel Budget Narrative: For each purpose, complete a budget narrative stating the purpose, the position which will travel and how travel is necessary to the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

Supplies: This section includes office supplies, forms, books, subscriptions, repair or maintenance supplies, [material which is expendable or consumed during the course of the project] and equipment items costing under \$300.

List items by major type [i.e., postage, forms, office supplies, training materials] along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified [i.e., special mailings, equipment items]. Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost that will be provided as match. At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match, and total cost in the appropriate columns.

Operating Expenses: This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services. For each item listed, enter the rate or unit cost. Enter the amount of the cost requested and enter the amount provided as match. Enter the total cost in the "total" column. Identify other items for which funds are requested in the "other" category. At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match, and total costs in the appropriate columns.

Supplies and Operating Total: Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match, and total costs in the appropriate columns. Also enter the totals on the "Budget Summary" page.

Supplies/Operating Budget Narrative: Attach a budget narrative if funds are requested or match is provided. For supplies, explain how the cost was determined. Provide a cost breakdown of how requested and match amounts were determined. For operations, describe current expenses and how requested and match amounts were determined. Explain how the supplies and operating expenses relate to the project.

CATEGORY E – EQUIPMENT

- Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule, or regulation. Call the grant administrator if you have any questions.
- Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match, and total costs in the appropriate columns. Equipment items costing under \$300.00 should be included in Supplies.
- Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.
- Provide a breakdown of the cost basis for each piece of equipment.
- Explain how each piece of equipment is relevant to the project.

CATEGORY F - OTHER COSTS

- List each item and the total estimated cost with the breakdown by the amount requested, match, and total costs in the appropriate columns.
- Enter the total cost for "Other". Also, enter these totals on the "Budget Summary" page.
- Check grant program guidelines for allowability.
- Explain each item requested and the breakdown of how the cost for each item was determined. Provide an explanation of how each item is relevant to the project.

SECTION III. JUVENILE JUSTICE DESCRIPTION

Contact: Chris Harris, Statewide DMC Coordinator for the 2010 RRI information at 402.471.3989 or chris.harris@nebraska.gov

SECTION IV. PROBLEM IDENTIFICATION

Discuss which system points the proposal will address and why they are prioritized.

SECTION V. PROPOSED SOLUTION

Describe solution[s] to implement and address the prioritized system point[s] identified in the Problem Identification section. Explain how the outcome of the program will impact one or more of the data system points. Systematically explain how the proposed project will work and how it addresses the minority overrepresentation issues described. If a model or evidence-based program is being utilized, indicate how it was selected

SECTION VI. ACTIVITY/TIMELINE

List major program activities that occur and the person responsible for completion of the activity.

SECTION VII. CONTINUATION INFORMATION

Complete the information as requested. This standard data should be collected for all programs. If the proposed program has not been funded by the Nebraska Crime Commission in the last three years, enter "Not Applicable" on the top of the page.

SECTION VIII. LETTERS OF COMMITMENT/SUPPORT

All letters of commitment and support are to be submitted as part of the application. Letters submitted separately from the application will NOT be considered. Letters of support must be from relevant community leaders and agencies that will be affected by the proposed project. Letters of commitment should be from individuals or organizations committing staff, in-kind, or cash support, time, etc. to the project. All letters must be signed, on official letterhead, and include a timely date. Letters from participants or family members may be anonymous to protect confidentiality. Limit of 5 letters total.

SECTION IX. REQUIRED FORMS

Include all required forms with appropriate signatures in the original application only – these forms may be omitted from the 5 copies of the application to conserve resources.

The following are appropriate authorized official signatures:

Counties: County Board Chair
Cities: Mayor, City Administrator
Non-Profit: Board Chair or Vice-Chair [not agency director].
State: State Agency Director

APPLICATION FORMAT

- APPLICATIONS MUST BE TYPEWRITTEN.
 - **The original must be stapled and 2-hole punched at the top.**
 - The remaining **2** copies must be stapled in the upper left hand corner (2-hole punch **not** required).
- If the applicant recreates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Nebraska Crime Commission's official application. The application and instructions may change from year to year.
- Do not include cover letters or cover pages.
- Do not put applications in folders.
- Charts and/or graphs must be in black and white on 8 ½ x 11 paper.
- Application must be single spaced, 1" margins on top, bottom, left and right, 12 point font, and all pages numbered.
- Additional information in the form of Appendixes will not be accepted.
- Adhere to the page limits listed for each section of the application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart etc.
- The **2** copies of the application may be double sided; **the original must be single sided.**

LATE APPLICATIONS

Applications received in the Nebraska Crime Commission office after the due date and time may not be considered. The Crime Commission staff highly recommends submitting the application several days before the deadline. If severe weather should occur, contact the Nebraska Crime Commission office to determine if an extension due to weather has been approved.

GRANT COMMENCEMENT AND DURATION

Nebraska Crime Commission Operating Instruction #10 requires funded projects to be implemented within 30 days from the start date listed on the Grant Award or other date specified by the grant administrator. Failure to implement a project within this time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds.

State and Federal grant funds are approved for a period of twelve months. The project period for awarded grants will be July 1, 2012 – June 30, 2013, unless otherwise approved by the grant administrator. There are no guarantees of continued funding for programs. However, it is the goal of the NCJJ and Nebraska Crime Commission to continue projects that address the purpose of the state or federal program and are successful in their endeavor.

Awarded applicants will be notified of Grant Management Training. Those required to attend are new projects, subgrantees who have not attended GMT since 2009 and subgrantee's new project personnel (Project Director, Project Coordinator and Fiscal Officer). Awarded applicants are required to submit timely quarterly reports on activities and expenditure of funds. Failure to do so may jeopardize grant funds.

GRANT APPROVAL TIME LINE

30	Jan	2012	Grant Announcement
13	Apr	2012	Application Due Date
2	May	2012	Initial Staff Review of Applications
1	June	2012	Nebraska Coalition for Juvenile Justice review of Applications
20	July	2012	Nebraska Crime Commission Approves Grants
1	Aug	2012	Grant Projects Begin

SUBMISSION OF APPLICATION

You must submit **all of the following below (Item #1 AND Item #2)** by 5:00 p.m. (CDT) on Friday, April 13, 2012.

1. A PDF copy of your application emailed as an attachment to: Shawn.Roberts@nebraska.gov
2. One original and 2 copies to the Crime Commission:

Submit Applications to Mailing Address

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight

Nebraska Crime Commission
5th Floor
301 Centennial Mall South
Lincoln, NE 68509

Deadline:

Friday, April 13, 2012 by 5:00 pm CDT. The original application, 2 copies and PDF must physically be in the Nebraska Crime Commission office by this deadline. The Nebraska Crime Commission will not be held responsible for late applications due to mail service issues.

In the case of severe weather, contact the Nebraska Crime Commission office prior to attempting to deliver your application.